



CIVIL AIR PATROL
NATIONAL HEADQUARTERS
MAXWELL AFB AL 36112-6332

CAP REGULATION 39-2
4 DECEMBER 2003
(PENDING CAP-USAF CONCURRENCE)

Personnel - General

CIVIL AIR PATROL MEMBERSHIP

This regulation defines CAP membership categories and prescribes proper administrative procedures for membership application and renewal. **Note: Shaded areas identify new or revised material.**

CHAPTER 1 – GENERAL INFORMATION.....	3
SECTION A – MEMBERSHIP INFORMATION.....	3
1-1. POLICY.....	3
1-2. MEMBERSHIP CATEGORIES.....	3
1-3. MEMBERSHIP YEAR.....	3
1-4. MEMBERSHIP CONDITIONS.....	3
1-5. UNIT MEMBERSHIP BOARD (APPLICABLE TO CADETS, CADET SPONSORS AND SENIOR MEMBERS ONLY).....	3
SECTION B – PERSONNEL RECORDS.....	3
1-6. CAP IDENTIFICATION NUMBERS.....	3
1-7. ACTIVE RECORDS.....	4
1-8. INACTIVE RECORDS.....	4
1-9. NATIONAL HEADQUARTERS MEMBERSHIP UNIT (NHQ000 AND NHQ999) RECORDS.....	4
1-10. CORRECTION OF NATIONAL MEMBERSHIP RECORDS.....	4
1-11. TRANSFER OF MEMBERSHIP.....	4
1-12. ASSIGNMENT AND DUTY STATUS.....	5
1-13. ADDRESS CHANGES.....	5
1-14. CORRESPONDENCE.....	5
1-15. MEMBERSHIP AND IDENTIFICATIONS CARDS.....	5
CHAPTER 2 – CADET MEMBERSHIP.....	6
2-1. GENERAL.....	6
2-2. REQUIREMENTS FOR INITIAL MEMBERSHIP.....	6
2-3. CADET MEMBERSHIP DUES.....	6
2-4. APPLICATION PROCEDURES.....	6
2-5. UPON JOINING THE ARMED FORCES.....	7
2-6. MARRIAGE.....	7
CHAPTER 3 – SENIOR MEMBERSHIP.....	8
3-1. GENERAL.....	8
3-2. REQUIREMENTS FOR MEMBERSHIP.....	9
3-3. CONFIDENTIAL SCREENING.....	9
3-4. SENIOR MEMBERSHIP DUES.....	9
3-5. APPLICATION PROCEDURES.....	10
3-6. PROCEDURES FOR APPLYING FOR PATRON MEMBERSHIP.....	10
3-7. PROCEDURES FOR CADETS TRANSFERRING TO SENIOR STATUS.....	10
CHAPTER 4 – MEMBERSHIP RENEWALS.....	11
4-1. GENERAL.....	11
4-2. RENEWAL PERIOD.....	11
4-3. MONTHLY MEMBERSHIP LISTINGS.....	11

Supersedes CAPM 39-2, 1 May 1996.

OPR: LMM

Distribution: Web only.

4-4. RENEWAL PROCEDURES	11
4-5. CHANGES TO THE DUES STRUCTURE	12
4-6. REBATE OF DUES.....	12
CHAPTER 5 – CADET SPONSOR MEMBERS.....	13
5-1. GENERAL	13
5-2. MEMBERSHIP ELIGIBILITY	13
5-3. APPLICATION PROCEDURES.....	13
5-4. MEMBERSHIP YEAR.....	13
5-5. MEMBERSHIP RENEWAL	13
5-6. TRANSFER TO ACTIVE MEMBERSHIP.....	13
CHAPTER 6 – AEROSPACE EDUCATION MEMBERSHIP	14
6-1. GENERAL.....	14
6-2. INDIVIDUAL MEMBERSHIP ELIGIBILITY	14
6-3. ORGANIZATIONAL MEMBERSHIP ELIGIBILITY	14
6-4. PRIVILEGES OF MEMBERSHIP	14
6-5. RESTRICTIONS.....	14
6-6. MEMBERSHIP DUES	14
6-7. APPLICATION PROCEDURES.....	14
6-8. MEMBERSHIP YEAR.....	14
6-9. MEMBERSHIP RENEWAL	15
6-10. TRANSFER TO ACTIVE MEMBERSHIP.....	15
6-11. MEMBERSHIP LISTINGS.....	15
CHAPTER 7 – AFFILIATE MEMBERS.....	16
7-1. GENERAL	16
CHAPTER 8 – OTHER TYPES OF MEMBERS	17
8-1. CONGRESSIONAL MEMBERS	17
8-2. STATE LEGISLATIVE MEMBERS	17
8-3. FIFTY-YEAR MEMBERS	17
8-4. LIFE MEMBERS.....	17
8-5. BUSINESS MEMBERS	17
8-6. HONORARY MEMBERS.....	17
ATTACHMENT 1 – MEMBERSHIP DUES.....	18
ATTACHMENT 2 – CADET MEMBERSHIP CHECKLIST	21
ATTACHMENT 3 – SENIOR MEMBERSHIP CHECKLIST	22
ATTACHMENT 4 – SAMPLE FINGERPRINT CARD (FD FORM 258).....	23

CHAPTER 1 – GENERAL INFORMATION

SECTION A – MEMBERSHIP INFORMATION

1-1. Policy. Membership in Civil Air Patrol (CAP) is a privilege reserved for those individuals who desire to promote the objectives and purposes of CAP and who meet the eligibility requirements outlined herein. In the event an individual does not meet the prescribed criteria and is erroneously accepted, the membership is null and void, and dues will be refunded. Additionally, in those cases where an applicant is accepted by a unit commander but not accepted by a higher headquarters, membership dues will be refunded and the membership is null and void. National Headquarters reserves the right to make final decisions on all membership cases and issues that arise under this directive.

a. Compensation. Civil Air Patrol members are not employees of the CAP; they are volunteers who provide their services for the public good without expectation or receipt of salary, pay, remuneration or compensation of any kind.

b. Nondiscrimination. It is Civil Air Patrol policy that no member shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any CAP program or activity on the basis of age, sex, religion, race, color, national origin or disability (formerly handicap). It is Civil Air Patrol policy that no applicant meeting CAP's minimum age requirement will be denied membership in CAP on the basis of race, sex, age, color, religion, national origin or disability (formerly handicap).

1-2. Membership Categories. Civil Air Patrol membership is divided into the following categories:

- Cadets
- Seniors
 - Active
 - Patron
 - Retired
- Cadet sponsor members
- Aerospace education members (AEMs)
 - Student aerospace education members
 - Organizational aerospace education members
- Business members
- Affiliate members
- State Legislative members
- Congressional members
- Honorary members
- Life members

1-3. Membership Year. Membership is on an annual basis. Initial membership commences on the date the membership application is processed by National Headquarters and the individual's name appears on the official membership database. Membership terminates 1 year later on the last day of the month in which National Headquarters processed the application. The membership renewal term is for 1 year based on the membership anniversary date (regardless of when annual renewal dues are paid). For example, if membership expires in June and renewal dues are not submitted until September, the new membership expiration date will be 1 year from the anniversary date in June rather than a year from the date the dues were received in September. *NOTE: Even though members may submit renewal dues up to 90 days following the membership expiration date, this is designed as an administrative convenience only and is not considered a "grace" period. An individual is not a CAP member after the membership expiration date until renewal dues are accepted by National Headquarters for another membership year.*

1-4. Membership Conditions. All persons agree by applying for initial, or membership renewal, to the following continuous conditions of membership:

a. To obey the decisions of those in authority and to follow and adhere to the appropriate regulations and the *Constitution and Bylaws of the Civil Air Patrol*.

b. Only corporate officers as defined by the Constitution and Bylaws are authorized to obligate the Corporation. This includes signing of contracts and commitments of corporate funds or corporate property.

c. The Corporation will not be liable for loss of, or damage to, personal property when utilized for, or on behalf of, CAP.

1-5. Unit Membership Board (Applicable to cadets, cadet sponsors and senior members only). All unit commanders should appoint a unit membership board comprised of a minimum of three members to assist the commander in determining the eligibility of new applicants and membership renewals.

SECTION B – PERSONNEL RECORDS

1-6. CAP Identification Numbers. National Headquarters assigns each member a six-digit CAP identification number. This number is used within CAP as necessary to conduct CAP business. The social security number is also required for each individual member. These numbers are used primarily for screening purposes and are not released outside CAP unless required for official purposes only. Any other use of the social security number must be with the member's consent.

1-7. Active Records. Personnel records consist of training records (CAPF 66, *Cadet Master Record*, prescribed by CAPR 52-16, *CAP Cadet Program Management*, for cadets; CAPF 45, *Senior Member Master Record*, and CAPF 45b, *Senior Member Professional Development Record*, prescribed by CAPR 50-17, *CAP Senior Member Professional Development Program*) for seniors; a copy of the initial application form (CAPF 15, *Application for Cadet Membership in Civil Air Patrol*, for cadets, CAPF 12, *Application for Senior Membership in Civil Air Patrol* for senior members); and all personnel actions pertaining to the member in the form of published personnel actions, CAPF 2, *Request for Promotion Action*, CAPF 2a, *Request for and Approval of Personnel Actions*, CAPF 120, *Recommendation for Decoration*, and CAPF 83, *CAP Counterdrug Application*. Any additional information pertaining to the member's service and performance should also be made a part of the personnel records. The member's unit of assignment will maintain these records. The unit personnel officer normally maintains personnel records. However, this duty may be delegated to the unit administrative officer, or in the case of senior member records, to the professional development officer, at the discretion of the unit commander. Regardless of who maintains the personnel file, the professional development officer remains responsible for recording data on the Form 45b as prescribed in CAPR 50-17. *NOTE: CAPF 25, Personnel Data Card, which is now obsolete and no longer available may be filed with the CAPF 45 for senior members who were in the program prior to development of the Form 45. Previous editions of CAPF 45 may also continue to be used. Do not transcribe information from the older CAPFs 45/45a just for the sake of updating the newer CAPF 45. CAPF 45b will be used to record member's participation in the modified senior member training program that was implemented 1 September 1983.*

1-8. Inactive Records. Members who transfer, resign, retire, or fail to renew may request their membership records from the unit. The unit should keep a copy of the former member's personnel record in the inactive file. Members whose membership is not renewed or terminated may request a copy of their membership records from the unit; however, the unit will retain the official records. Records not requested by former members will be removed from the unit's active file and arranged alphabetically in an inactive file. The unit is required to maintain records of former members for 5 years unless otherwise directed by *Membership Services (NHQ CAP/LMM)*. If not requested after the 5th year, records will be destroyed.

1-9. National Headquarters Membership Unit (NHQ000 and NHQ999) Records. Members of the National Headquarters Membership Units (NHQ000 and NHQ999) are responsible for maintaining their own personnel records while assigned to the headquarters units.

1-10. Correction of National Membership Records. Monthly membership listings furnished by National Headquarters and the CAPWATCH data posted on the CAP web site should be carefully reviewed monthly to ensure that correct and complete information is reflected for each member concerned. In order to correct a member's record or to furnish missing information, the corrected/additional information should be mailed directly to *Membership Records (NHQ CAP/LMMR)* for update of the National file. The only exception is that changes or corrections to the CAP officer grades must be submitted through the wing headquarters for validation prior to forwarding to National. Additionally, members will not be deleted from the listing unless they failed to renew or have been terminated by CAPF 2b, *Personnel Action Request - Termination of CAP Membership*. *NOTE: Since membership listings contain social security numbers and other personal data, they will be used only for CAP purposes and not released outside CAP without the member's consent.*

1-11. Transfer of Membership. Members may transfer from one unit to another as long as they are members in good standing in their current unit of assignment. Members may not transfer to preclude an adverse action or when placed in suspended status. Individuals who misrepresent their status in order to transfer may be subject to membership termination action as outlined in CAPR 35-3, *Membership Termination*.

a. A member who moves from one locality to another may transfer to another unit in the new community. A member may also transfer from one unit to another in the same locality upon approval of the unit commanders concerned. If approved by one, but disapproved by the other, the request will be forwarded to the commander at the next higher echelon for decision. If disapproved by both unit commanders, the transfer will be denied.

b. Commanders may initiate transfers for those members under their command to other units under their command. In the event a member objects to such transfer, the request will be forwarded to the commander of the next higher echelon for final decision.

c. Members do not lose their membership by virtue of a unit deactivation. They may be transferred to another unit in their locality or, if they do not elect to join another unit, they will be transferred to the parent wing for the duration of their membership year.

d. Transfer Procedures:

1) **When a member transfers to another unit, the gaining commander will initiate CAPF 2a.** The gaining unit will mail the original of the form directly to NHQ CAP/LMMR and furnish a copy to each intermediate headquarters in the chain of command. When the transfer action is completed by National Headquarters, it will be reflected on the losing unit's

monthly membership listing (MML). If there is any reason why the transfer is not acceptable to the losing unit, the losing unit commander must notify NHQ CAP/LMMR within 2 months of the notification. (For example: An unacceptable transfer reflected on a May membership listing must be reported to National by 31 July). In such cases, National will void the transfer and return the member to the losing unit until the problem can be resolved.

2) When a member transfers to another unit, the transferring member will hand carry his or her records to the gaining unit.

e. For additional guidance on the acceptance of former cadet members and transfer of achievement credits, refer to CAPR 52-16.

1-12. Assignment and Duty Status. A unit commander is authorized to assign personnel to specific duties and positions within his or her unit; remove personnel from specific duties and positions within his or her unit; reassign personnel from one duty position to another within his or her unit; appoint and remove commanders of subordinate units. Any member who maintains current membership in the active senior member category is entitled to attend meetings, hold a duty position, participate in CAP activities, wear the CAP uniform, and exercise other privileges of membership. Individuals who belong to CAP in other membership categories such as patron, cadet sponsor, aerospace education, retired, etc., are not eligible for duty assignments.

a. **Eligibility for Assignment:** To be eligible for assignment to a CAP duty position, members must have completed Level I training or be exempt from Level I because of completing the Billy Mitchell Award as a cadet. *NOTE: This exemption does not apply if the member has had a break in service of 2 years or longer.* Additionally, when assigned to an authorized duty position, the member will also enroll in the appropriate specialty track of the CAP Senior Member Training Program unless he or she has already earned the master's rating in that specialty. When a member is assigned to more than one duty position, he or she will enroll in the specialty track for the primary duty. Training in remaining specialties is encouraged. *NOTE: For promotion purposes, the highest skill rating earned, in any specialty, will be considered, regardless of the member's skill level in his or her primary duty.*

b. **Assignment Actions.** A CAPF 2a, (Section II, Duty Assignment Change), will be prepared in two copies for each duty position assigned, as outlined in CAPR 20-1, *Organization of Civil Air Patrol*. The personnel officer initiates the personnel action that is approved by the unit commander. The original form will be filed in the individual member's personnel file and a copy retained by the personnel officer. As an option to the preparation of separate CAPFs 2a for each duty position assigned, duty assignment changes may be reflected in published personnel authorizations in accordance with CAPR 10-3, *Administrative Authorizations*. Also, assignments to committees, boards, etc., or special one-time duty assignments do not require a CAPF 2a, but will be reflected in published personnel authorizations. For supply officer appointments, prepare two additional copies of CAPFs 2a or published personnel authorizations and forward one copy to the wing headquarters and one copy to the wing liaison office.

1-13. Address Changes. It is the responsibility of every member to notify NHQ CAP/LMMR, his or her unit and wing of any change of address. Blank forms for submitting address changes are included frequently in the *Civil Air Patrol News* or members may change their address through the National Headquarters web site.

1-14. Correspondence. A unit will type or print its correspondence pertaining to personnel matters when submitted to a higher headquarters. The CAP ID Number will also be included when referring to any individual member. These numbers are for official use only and are necessary to provide efficient service.

1-15. Membership and Identifications Cards.

a. National Headquarters will issue membership cards to all new cadets and senior members. Senior members will receive temporary membership cards until membership eligibility is validated by the screening process at which time plastic membership cards will be issued. Senior members in this temporary status will have limited privileges until they have cleared the screening process. Members in this category may begin to work on their initial skill qualifications but will not be primary chaperons at cadet activities and may have limited participation in Air Force authorized missions. Membership cards will be reissued annually upon renewal.

b. In addition, CAPF 19, *CAP Photo Identification Card*, may be issued to senior members on an optional basis by region and wing commanders. (National Headquarters may issue photo identification cards to members assigned to units in the 99000 series.) The photo identification card is not valid unless accompanied by a current membership card.

1) Members may request identification cards by completing CAPF 19A, *Request for CAP Photo Identification Card*, attaching a 1" x 1" photograph and forwarding to their region or wing headquarters as appropriate.

2) Members assigned to units in the 99000 series may request photo identification cards directly from NHQ CAP/LMM.

CHAPTER 2 – CADET MEMBERSHIP

2-1. General. Cadet membership in CAP is available to all young men and women who meet the eligibility requirements outlined in paragraph 2-2. Cadets who become members before their 19th birthday may retain their cadet status until they reach 21 years of age; however, senior membership is optional for all cadets at age 18 (see paragraph 3-5 for application procedures).

2-2. Requirements for Initial Membership. All applicants for cadet membership must meet the following prerequisites:

a. Twelve years of age through 18 years of age. *Note: Individuals applying for membership in a squadron that is participating in CAP's middle school initiative may join if they are below age 12 as long as they are attending at least the sixth grade in the appropriate middle school. These squadrons are monitored by the Cadet Programs Directorate at National Headquarters and have a distinguishing charter number that identifies them as participants of this program.*

b. Enrolled in or graduated from a private, public, **homeschool** or college program with a satisfactory record of academic achievement.

c. Single or married and under age 18.

d. Not a member of the active duty Armed Forces. *NOTE: National Guard and Reserve personnel are not considered active duty Armed Forces unless they are serving on extended active duty. For the purpose of this regulation, CAP does not consider Basic Military Training for Guard and Reserve personnel as extended active duty.*

e. Citizenship. Be a citizen of the United States of America or an alien lawfully admitted for permanent residence to the United States of America and its territories and possessions or any lawfully admitted non-citizen residing in the United States specifically approved by the National Commander's designee (NHQ CAP/LMM).

1) Those persons in "admitted for permanent residence" status must possess and present a current Alien Registration Receipt Card (Form I-151 or I-551) when making application for CAP membership. If an alien's status changes from "admitted for permanent residence" other than by reason of acquiring citizenship, the alien is no longer eligible for membership.

2) Requests for waiver of citizenship criteria for lawfully admitted non-citizens residing in the United States who were not admitted for permanent residence will be submitted through the **wing and region commander** along with a copy of the membership application to Membership Services (NHQ CAP/LMM). The waiver, if approved, will be only for the period of residence within the United States.

f. Good moral character.

g. If a former member of CAP, must not have been terminated for misconduct.

h. Be accepted by the unit and higher headquarters.

2-3. Cadet Membership Dues. National Headquarters collects membership dues (including wing and region dues) for all new cadets along with a fee for the initial cadet program study material (see attachment 1 for actual amounts). Additional dues may be assessed with the approval of the region and wing commanders. Group and squadron dues may also be levied with the approval of the wing commander. Group and squadron dues are not forwarded to National Headquarters.

2-4. Application Procedures.

a. Action by the applicant:

1) Complete CAPF 15 in at least three copies. The applicant's parents or guardian must sign all copies of the application.

2) Furnish a health certificate if required. Although physical handicaps and disabilities do not bar membership, a cadet will be required to furnish a physician's certificate when health is questionable. In such cases, the applicant's parents or guardian, a physician, and the unit commander will determine the extent of the applicant's capabilities to participate in CAP activities (see CAPR 52-16, *CAP Cadet Program Management*). If a health certificate is required, it will be filed in the cadet's unit personnel records.

3) Turn in the completed application form and membership dues to the unit commander or the commander's designated representative. A separate check or personal money order is required for National dues. (Unit checks will be accepted as long as there is one check per application.) The check or money order should be made payable to "National Headquarters CAP." *NOTE: Cadets rejoining after a lapse in membership are also required to send the full dues unless they have already completed Phase I training, in which case they order required cadet program study materials directly from CAPMart (see CAPR 52-16).*

4) Mail the approved application form (CAPF 15) and check or money order to NHQ CAP/LMMR, 105 South Hansell Street, Maxwell AFB AL 36112-6332. Any check returned for non-sufficient funds or on accounts that have been closed will be redeemed by money order or cashier's check only and will include a \$20 processing fee.

b. Action by the unit:

1) The unit commander or the commander's representative will review the application for accuracy, completeness, and eligibility of the applicant. Commanders may request assistance from the unit membership board in determining eligibility if they feel it necessary before approving the application. To ensure that applications are accepted by National Headquarters, each application should be screened against the checklist outlined in attachment 2. In the event higher headquarters does not accept the applicant, membership dues will be refunded and membership will be null and void.

2) Return the original of the approved application form (CAPF 15) and check for the National dues to the cadet for mailing to NHQ CAP/LMMR.

3) A copy of the membership application will be forwarded to the wing headquarters. *NOTE: Some wings do not require duplicate applications. Check with your wing headquarters to determine the local wing policy.*

4) The third copy of the application will be filed in the cadet's personnel records at the unit.

c. Action by National: Upon receipt of the application, National Headquarters will validate membership and issue a membership card. The membership card will be mailed directly to the new member at the member's home address, and the cadet's name will be added to the monthly membership listing which is furnished to each wing and unit. Additionally, each new cadet will automatically receive study materials for Phases I and II of the cadet program when the membership application is processed.

2-5. Upon Joining the Armed Forces. Cadets who join any branch of the active duty Armed Forces (this does not include military service academies) will furnish NHQ CAP/LMMR written notification along with a CAPF 12 and fingerprint card, at which time they will be automatically transferred to senior membership status. Additional membership dues are not required for the duration of the current membership year; they will be billed as senior member renewals. *NOTE: Cadets who join the National Guard or Reserves are not required to become seniors upon attending "basic training." Regardless of the wording of the orders, "basic training" is not interpreted by CAP as "extended active duty." However, National Guard or Reserve members who enter "extended active duty" are not eligible to be cadets and must become senior members. Individuals who join the Armed Forces under the delayed enlistment program are not required to become senior members until such time as they actually report for duty.*

2-6. Marriage. Married cadets who reach age 18 as well as cadets who marry after age 18, will furnish NHQ CAP/LMMR written notification along with a completed CAPF 12 and fingerprint card at which time they will be transferred automatically to senior membership status. Additional membership dues are not required for the duration of the current membership year; however, upon expiration of the membership year, they will be billed as senior member renewals.

CHAPTER 3 – SENIOR MEMBERSHIP

3-1. General. Senior membership in CAP is a privilege reserved for those individuals who conscientiously desire to promote the objectives and purposes of CAP and who meet the eligibility requirements outlined in paragraph 3-2. This privilege may be enjoyed as long as the member observes and complies with the CAP Constitution and Bylaws and other governing directives. Categories of senior membership are listed below:

a. Active Member. A member who regularly attends meetings, performs a specific duty assignment, meets training requirements, and participates in the activities of his or her unit. An active member may wear the CAP uniform and compete for grade advancement (see CAPR 35-1, *Assignment and Duty Status*).

b. Patron Member. A patron member is a financial supporter who maintains current membership through payment of annual membership dues and participates in a limited capacity as outlined below.

1) Patron members may:

- a)** Receive a specially annotated membership card.
- b)** Receive the *Civil Air Patrol News*.
- c)** Receive discounts associated with senior membership (car rental, etc.).
- d)** Retain the last grade held prior to entering patron status.
- e)** Attend wing and region conferences and the annual National Board meeting and the National Congress on Aviation and Space Education sponsored by National Headquarters.
- f)** Attend special unit social events upon invitation by the commander concerned, such as anniversary celebrations, awards banquets, holiday parties, etc.
- g)** Use military transportation to the events listed above if available. Civil Air Patrol ground transportation is also authorized, but use of Civil Air Patrol air transportation is prohibited.
- h)** Transfer to active member status upon meeting active member qualifications. (See paragraph 3 below.)

2) Patron members may not:

- a)** Wear the CAP uniform.
- b)** Ride in or fly CAP aircraft. (This includes member-owned aircraft on CAP flight activity as defined in CAPR 60-1, *CAP Flight Management*.)
- c)** Participate in CAP activities in any capacity except to attend specified conferences and social events as outlined in paragraphs 3-1b(1)e and f above.
- d)** Be promoted while in patron status.

3) Transfers to patron member status will be submitted to National Headquarters on CAPF 2a. Section II, *Duty Assignment/Status Change*, will be used, i.e., transfer from "Active Status" to "Patron Status." The original copy will be forwarded directly to National Headquarters and the file copy placed in the members' personnel file. Members desiring to transfer back to active status will use the same procedure. *NOTE: Patrons transferring to active status who have not previously completed the FBI screening procedures must include a FD Form 258 with the CAPF 2a.*

c. Retired Member. A member in good standing with a minimum of 20 years service as a senior member, not necessarily continuous, is eligible to retire from Civil Air Patrol. (*NOTE: Members having 10 years service as of 1 December 1994 may retire with 12 years service.*) Cadet service does not count toward the 20-year requirement; however, this service may be recognized on the retirement certificate if the dates of cadet membership are included in the remarks section of the CAPF 2a. Applications for retirement will not be considered if demotion or membership termination action is pending. Once retired, members will not actively participate in any capacity. However, retired members retain the last grade earned as an active member and may wear the (current) CAP uniform as guests at CAP functions. Retired members may also reapply for active membership as outlined in paragraph 1-12b.

1) Request for Retirement and Approval Authority. A senior member who is eligible and desires to retire will submit a request on CAPF 2a to the unit commander. The CAPF 2a will include a statement of the member's total senior service in Section VI. If membership was not continuous, inclusive dates of membership must be indicated. Upon approval of the unit commander, the CAPF 2a is forwarded to NHQ CAP/LMMR. Upon validation by National Headquarters, the approved CAPF 2a will constitute the retirement order. A retirement certificate, and membership card will be issued by National Headquarters and forwarded with the CAPF 2a to the unit for presentation to the retiree.

2) **Return to Active Status.** Retired members may reapply for active membership by following the procedures below. The grade upon rejoining as an active member is the same grade held while in retirement status. Complete CAPF 12 and fingerprint card (FD Form 258). The application will be annotated across the top "RETIRED MEMBER RETURNING TO ACTIVE STATUS. Upon approval by the unit commander, the application and fingerprint card are submitted, along with senior member dues, in accordance with procedures outlined in this regulation, for rejoining members. In order to reinstate the member at the last grade held as an active member, a copy of the CAPF 2a placing the member in retired status (or a copy of the retirement certificate) will be attached to the CAPF 12, and forwarded to National Headquarters.

3-2. Requirements for Membership. All applicants for senior membership in CAP must be accepted by the unit and higher headquarters and must meet the following criteria:

- a. **General.** Possess the desire, willingness, and capability to promote the objectives and purposes of CAP.
- b. **Age.** Be at least 18 years of age or be a member of the Armed Forces on active duty at any age.
- c. **Citizenship.** Be a citizen of the United States of America or an alien lawfully admitted for permanent residence to the United States of America and its territories and possessions or any lawfully admitted non-citizen residing in the United States specifically approved by the National Commander's designee (NHQ CAP/LMM).

1) Those persons in "admitted for permanent residence" status must possess and present a current Alien Registration Receipt Card (Form I-151 or I-551) when making application for CAP membership. If an alien's status changes from "admitted for permanent residence" other than by reason of acquiring citizenship, the alien is no longer eligible for membership.

2) Requests for waiver of the citizenship criteria for lawfully admitted non-citizens residing in the United States who were not admitted for permanent residence will be submitted through the wing and region commander along with a copy of the membership application to NHQ CAP/LMM. The waiver, if approved, will be only for the period of residence within the United States.

d. **Suitability.** Subject to being waived by the Executive Director or National Commander, any one of the following may be the basis for rejection of membership.

- 1) Conviction of a felony by any court of record whether federal, state or military.
- 2) A pattern of arrests and/or convictions including but not limited to sex offenses, child abuse, DUIs, dishonesty and violence.
- 3) Discharge from the armed services under other than honorable conditions.
- 4) Falsification of information on the membership application.
- 5) Previously terminated or non renewed for cause from membership in CAP.
- 6) Any other unfavorable information brought to the attention of CAP officials at any level.

3-3. Confidential Screening. All individuals applying for active senior membership must be screened and registered by National Headquarters. The screening process requires that the individual complete a FBI fingerprint card used by National Headquarters to request a FBI criminal records check to determine membership eligibility. Final decision as to each individual's eligibility rests with the National Commander or the National Commander's designee (EX). The National Commander's decision is final and is not subject to appeal or to the "complaints" procedure under CAPR 123-2, *Complaints*.

a. Reports received from the FBI are maintained in strict confidence by National Headquarters and reviewed by only a small group of officials charged with making recommendations to the National Commander or his or her designee as to the member's eligibility. National Headquarters will not release these reports or associated documentation. Such reports will be retained for at least 5 years after the individual is no longer a member of CAP.

b. Members may be re-screened periodically as required by National Headquarters or upon request of unit commander of assignment or commanders of higher echelons with reason to question a member's continued eligibility. Members renewing after the 90-day renewal period must submit a new FBI fingerprint card (see paragraph 4-2).

3-4. Senior Membership Dues. National membership dues, region dues, wing dues and an initial fee for the senior member handbook are required for new members (see attachment 1 for actual amounts). Group and squadron dues may also be levied with the approval of the wing commander. Group and squadron dues are not forwarded to National Headquarters. *NOTE: Cadets transferring to senior member status may do so without any additional charge for the duration their current membership year, after which time they will be billed as a senior member renewal (see paragraph 3-7 for application procedures).*

3-5. Application Procedures.

a. Action by Applicant:

1) The applicant should complete CAPF 12 (the original to be forwarded to National Headquarters with sufficient copies to forward to intermediate headquarters as required) and a FBI fingerprint card. The completed application and fingerprint card are then turned in with appropriate membership dues to the unit commander or the commander's designated representative. A separate check or money order is required. (Unit checks will be accepted as long as there is one check per application). The check or money order should be made payable to "National Headquarters CAP." Any check returned for non-sufficient funds or on accounts that have been closed will be redeemed by money order or cashier's check only and will include a \$20 processing fee.

2) Mail the approved application form (CAPF 12) and check or money order to NHQ CAP/LMMR, 105 South Hansell Street, Maxwell AFB AL 36112-6332. (See attachment 1 for actual dues amount required.)

b. Action by the Unit:

1) The unit commander or the unit commander's designated representative will review the application and fingerprint card for accuracy, completeness, and eligibility of applicant. Commanders may request assistance from the unit membership board in determining eligibility if they feel it necessary before approving the application. To ensure that NHQ CAP/LMMR accepts applications, each application should be screened against the checklist outlined in attachment 2. In the event higher headquarters does not accept the applicant, membership dues will be refunded and membership will be null and void.

2) Return the original of the approved application (CAPF 12), fingerprint card, and check for National dues to the applicant for mailing to National Headquarters.

3) A copy of the application will be forwarded to the wing headquarters. *NOTE: Some wings do not require duplicate applications. Check with your wing headquarters to determine the local wing policy.*

4) The remaining copy of the application will be filed in the member's unit personnel file.

c. Action by National Headquarters:

1) Review CAPF 12 and fingerprint card for accuracy and completeness.

2) Process membership application and forward temporary membership card to member.

3) Forward fingerprint card to FBI for processing. After screening, the FBI will return fingerprint cards to National Headquarters with a report of information on file.

a) Upon receipt of FBI reports, National Headquarters will determine those individuals approved for membership and forward an approved membership card.

b) In those cases where screening reveals questionable background information, the National Commander or the National Commander's designee (EX) will make the final decision as to the individual's membership eligibility. If it is determined that the individual is ineligible for membership, National Headquarters will remove the individual's name from the membership rolls, notify the commanders concerned, and refund the membership dues.

3-6. Procedures for Applying for Patron Membership. Individuals applying for patron membership should complete a CAPF 12, annotated in red across the top "**PATRON.**" Upon approval by the unit commander, the applicant will forward the CAPF 12 along with a personal check or money order to NHQ CAP/LMMR, 105 South Hansell Street, Maxwell AFB AL 36112-6332. (See attachment 1 for actual dues amount required.) Patron members are not required to submit a FBI fingerprint card; however, they must meet the membership criteria outlined in paragraph 3-2 above. Once the application is processed by National Headquarters, the patron member will receive a distinctive membership card.

3-7. Procedures for Cadets Transferring to Senior Status. After reaching age 18, cadets desiring to transfer to senior member status may do so by simply forwarding a CAPF 12 and a FBI fingerprint card to National Headquarters (a copy of the CAPF 12 should also be forwarded to the wing headquarters). The form will be annotated across the top as follows: "**Cadet to Senior - No Charge.**" When the application is received by National Headquarters, the cadet will be transferred to senior member status for the duration of his or her current membership year, after which time the member will be billed as a senior membership renewal. *NOTE 1: If the cadet's membership is due for renewal at approximately the same time the application for senior membership is made (within 2 months), then the applicant should include new senior membership dues with the application to ensure continuous service. (See attachment 1 for actual dues amount required.) In this case, wing dues will be forwarded directly to the wing. NOTE 2: Cadets who have not transferred to senior member status prior to their 21st birthday, will have their cadet membership terminated and receive a notification letter from National Headquarters along with a CAPF 12 and fingerprint card in the event they wish to continue their CAP affiliation as a senior member.*

CHAPTER 4 – MEMBERSHIP RENEWALS

4-1. General. The term of membership is for 1 year, and membership renewal is the responsibility of each individual member. Late renewals are subject to approval of the unit commander and higher headquarters.

4-2. Renewal Period. The membership renewal period is 60 days prior and 90 days following the membership expiration date. Additionally, upon acceptance by the unit and higher headquarters, senior members may late renew at any time within 2 years of the membership expiration date by paying retroactive dues. The renewal period following the membership expiration date is an administrative convenience only. This is not a "grace" period. An individual is not a CAP member and is not authorized to participate in CAP activities after the membership expiration date until renewal dues are accepted by National Headquarters for another membership year.

a. Cadets not renewing within 90 days following their membership expiration date have the option of rejoining (through their unit of assignment providing they still meet the initial membership eligibility criteria), or late renewing. Late renewals will be accepted up to 180 days from the expiration date and are subject to acceptance by the unit and higher headquarters and payment of retroactive membership dues.

1) Cadets rejoining after a break in service will be credited with previous accomplishments as evidenced in their personnel files.

2) In those cases where National Headquarters accepts a late membership renewal that is not acceptable to the member's unit or intermediate headquarters, the unit concerned will notify National Headquarters and the membership will be declared null and void, and membership dues refunded.

b. Senior members not renewing within 90 days following their membership expiration date have the option of rejoining at any time or renewing within 2 years of their membership expiration date. Membership renewals over 90 days from the expiration date are subject to acceptance by the unit and higher headquarters and payment of retroactive membership dues. A new fingerprint card must also accompany these late renewals.

1) Members electing to rejoin must reapply (CAPF 12 and fingerprint card) and be accepted by the unit and higher headquarters (see Chapter 3). Upon acceptance, members will be credited with previous achievements, but their records will reflect a break in service. NOTE: Reinstatement of grade of former members is neither automatic nor mandatory, but is at the discretion of the unit commander. Commanders must request grade reinstatement through channels in accordance with CAPR 35-5, *CAP Officer & Noncommissioned Officer Appointments and Promotions*.

2) Members renewing within 2 years of their membership expiration date will send dues along with a new fingerprint card directly to Confidential Screening (NHQ CAP/LMMC).

a) Dues are retroactive to the membership expiration date and must be paid in full upon renewing. The next membership renewal date will be the anniversary of the original expiration date, regardless of when back dues are paid. If there is any question about the amount due, the member should contact NHQ CAP/LMM prior to forwarding a remittance.

b) In those cases where National Headquarters accepts a late membership renewal, which is not acceptable to the member's unit or intermediate headquarters, the unit concerned will notify National Headquarters and the membership will be declared null and void, and membership dues refunded.

c) Members renewing within 2 years retain their CAP grade and their records reflect continuous service.

4-3. Monthly Membership Listings.

a. Each wing and unit is furnished a monthly listing of all current cadets and senior members. This listing identifies new members, rejoins, renewals, overdue renewals, and members due to renew during the ensuing 2 months. This listing also identifies those members who did not renew during the renewal period and who will be deleted from National's active files 90 days following the expiration date.

b. Listings should be carefully reviewed when they are received each month and corrected in red ink to reflect current information or to furnish missing information and forwarded directly to NHQ CAP/LMMR for update to the National file. The only exception is that changes or corrections to CAP officer grades must be submitted through wing headquarters for validation prior to forwarding to National Headquarters. Additionally, members cannot be deleted by annotating the membership listings.

4-4. Renewal Procedures.

a. National Headquarters will notify the member by direct mail that he or she is to renew 60 days in advance of the membership expiration date. If such notification is returned showing an incorrect address, a renewal notice will be sent to the unit of assignment for delivery to the member. When the renewal card is returned, it should include an address correction.

b. The renewal notice should be returned by the renewing member with the member's check or personal money order in the return envelope provided. Members may also renew using credit cards. Failure to return the renewal notice could result in processing delays or lapse of membership.

c. The amount of dues to be remitted will be indicated on the renewal notice. National Headquarters will collect renewal dues to be paid by each member to include national, region, and wing dues. Squadron and group dues will be paid directly to the unit.

4-5. Changes to the Dues Structure. Any changes to CAP unit dues become effective with the new fiscal year (October) renewals. Since renewal notices are mailed out by National Headquarters 60 days in advance, the October renewal notices will be mailed on/about 1 August. Therefore, in order to modify the mechanized renewal system to reflect a dues change, NHQ CAP/LMM must receive the requested change not later than 15 July of each year. The region commander is responsible for notifying National Headquarters of the amount of unit dues to be collected from members of the region headquarters staff. Upon approval by the region commander, the wing commander is responsible for notifying National of the amount of wing dues to be collected from members of the wing.

4-6. Rebate of Dues. Each month, National Headquarters rebates to each region and wing renewal dues collected from members processed during the preceding accounting period. The rebate check is accompanied by a listing (by CAP ID number) of those members.

CHAPTER 5 – CADET SPONSOR MEMBERS

5-1. General. Cadet Sponsor Member (CSM) is a membership category established to allow parents, grandparents and guardians of current CAP cadets to assist their unit's cadet program by providing adult supervision, transportation, overnight chaperons, and any other **CADET** related tasks deemed necessary and proper by the unit commander. A cadet sponsor member is a financial supporter who maintains current membership through payment of annual dues, but does not participate in any capacity except as outlined below.

- a. CSMs will pay annual national membership dues (see attachment 1 for actual amount required). They are exempt from paying region, wing, or squadron dues.
- b. They receive a specially annotated membership card.
- c. They must be assigned to the same unit as their cadet child, grandchild or ward.
- d. They must complete Level I and Cadet Protection Program training prior to associating in any way with CAP cadets.
- e. They may ride in or drive a corporate vehicle after receiving a CAP driver's license in accordance with CAPR 77-1 and in support of their approved tasks.
- f. They may ride (as a passenger only) on CAP air transportation if available.
- g. CSMs may not act as crew members of CAP or privately owned aircraft in support of CAP events or missions.
- h. They may wear any of the CAP distinctive uniforms if desired (and approved by unit commander). However, CSMs may not wear the Air Force-style uniform. If they do not wear a uniform, they will wear clothing appropriate for the circumstances and the distinctive nametag.
- i. CSMs will not earn CAP rank, awards, or decorations.
- j. Their membership stays in effect until their cadet leaves the CAP program for any reason.

5-2. Membership Eligibility. CSMs must be a parent, grandparent or legal guardian of an active CAP cadet and meet all the regular senior member eligibility criteria outlined in paragraph 3-2.

5-3. Application Procedures. Individuals applying for CSM must complete a CAPF 12, annotated in red across the top "CADET SPONSOR." They must also indicate the full name and serial number of the cadet member he or she is supporting on the CAPF 12. The unit commander must submit a FD Form 258, *FBI Applicant Fingerprint Card*, and check for membership dues to National Headquarters with the application after approval. Once the application is processed by National Headquarters, the sponsor member will receive a specially annotated membership card and a special blazer-style nametag.

5-4. Membership Year. The membership year commences on the date the individual's application is processed by National Headquarters and terminates 1 year later on the last day of the month in which the membership application is processed by National Headquarters. In the event the applicant is not accepted by National Headquarters, membership dues will be refunded and membership will become null and void.

5-5. Membership Renewal. National Headquarters will automatically contact each member 60 days in advance of the membership expiration date. The renewing member forwards renewal dues directly to National Headquarters. The membership renewal policy outlined for senior members in Chapter 4 of this regulation also applies to CSM members.

5-6. Transfer to Active Membership. Cadet sponsor members may transfer to active membership status (at no additional cost for the remaining membership year) by submitting a CAPF 2a. Section II, Duty Assignment/Status Change, will be used, i.e., transfer from "Cadet Sponsor" to "Active Status." The original copy will be forwarded directly to National Headquarters and the file copy placed in the individual's personnel file.

CHAPTER 6 – AEROSPACE EDUCATION MEMBERSHIP

6-1. General. Aerospace education (AE) membership is a special category of membership for members of the educational community and any reputable individual or organization that has a desire to promote the objectives and purposes of CAP, but who do not desire to participate in the active membership program. There are two subcategories of Aerospace Education membership: Student Aerospace Education Members and Organization Aerospace Education members.

6-2. Individual Membership Eligibility.

- a. Must be a citizen of the United States or an alien admitted for permanent residence.
- b. Must never have been convicted of or pled guilty to any felony (federal, state or military) or be currently charged with a felony.
- c. Must have been discharged under honorable conditions if served in the Armed Forces.
- d. Must have an interest in supporting CAP's aerospace education program.
- e. Individuals applying for Student AEM membership must be college students majoring in education or an aerospace related field of study. Individuals may only continue in this subcategory until they receive their undergraduate degree.

6-3. Organizational Membership Eligibility. Organizational membership is open to any company, school system, or other organization that wishes to support the CAP aerospace education program. A point of contact for the organization should be annotated on the membership application so mailings and other information can be directed to the proper individuals. Individuals associated with the organization do not have any of the individual rights of membership.

6-4. Privileges of Membership. Aerospace education and student aerospace education members receive a CAP membership card, the *Civil Air Patrol News*, and are authorized military airlift (if available) for approved aerospace education projects and activities when official CAP transportation authorizations are provided in accordance with CAPR 10-3. Organizational Aerospace Education members do not receive individual membership cards and employees/members of the organization are not eligible to receive military airlift. The organization will receive a copy of the *Civil Air Patrol News* and other aerospace education mailings.

6-5. Restrictions.

- a. Aerospace education members are not authorized to wear the CAP uniform, hold CAP grade, nor receive any awards or benefits provided in the regular active membership program.
- b. Aerospace education members will not serve in authorized senior member positions in the CAP unit at any level. (Individuals desiring to serve in this capacity must apply for active membership.)
- c. Aerospace education membership is not creditable toward retirement in CAP.
- d. Aerospace education members are not authorized to fly in CAP corporate aircraft unless specific permission is obtained from NHQ CAP/DO (Chapter 4, CAPR 60-1, *CAP Flight Management*, Change 2).

6-6. Membership Dues. Aerospace education members pay National dues only (see attachment 1 for amount). No region, wing, or unit dues are required.

6-7. Application Procedures.

- a. The individual completes CAPF 13, *CAP Aerospace Education Membership Application*. Those joining as a result of workshop attendance must attach to the application a copy of their workshop completion certificate or grade sheet showing credit granted. The form, along with a check or money order for initial membership dues (made payable to "National Headquarters CAP"), is forwarded by the applicant to NHQ CAP/LMMR, 105 South Hansell Street, Maxwell AFB AL 36112-6332. Any check returned for non-sufficient funds or on accounts that have been closed will be redeemed by money order or cashier's check only and will include a \$20 processing fee.
- b. Completed applications will be screened for eligibility and approved by the Chief of Aerospace Education as the National Commander's designee. Then the membership application will be processed.
- c. A membership card will be mailed directly to individual members at the member's home address.

6-8. Membership Year. The membership year commences on the date the individual's application is processed by National Headquarters and terminates 1 year later on the last day of the month in which the membership application is processed by National Headquarters. In the event the applicant is not accepted by National Headquarters, membership dues will be returned. The National Commander or his or her designee may terminate any aerospace education membership at any time.

6-9. Membership Renewal. National Headquarters will automatically contact each member 60 days in advance of the membership expiration date. The renewing member forwards renewal dues directly to National Headquarters.

6-10. Transfer To Active Membership. Aerospace education members and Student aerospace education members may transfer to active membership status (at no additional cost for the membership year) by submitting a CAPF 12, with "AEM to Senior - No Charge" annotated across the top, along with a FBI fingerprint card, through the gaining unit.

6-11. Membership Listings. National Headquarters Aerospace Education (NHQ CAP/LMA) will provide a listing of aerospace education members to the appropriate wing liaison office and aerospace education program manager on an as-required basis.

CHAPTER 7 – AFFILIATE MEMBERS

7-1. General. Affiliate membership is a membership category for organization members or special groups of individuals who desire to support CAP financially or through special services, but who are not required to attend regular meetings, wear a uniform, or participate in the active program. Privileges and restrictions vary from group to group and will be contained in individual Memorandums of Agreement between Civil Air Patrol and the organization concerned.

CHAPTER 8 – OTHER TYPES OF MEMBERS

8-1. Congressional Members. Members of the United States Congress and federally appointed officials are eligible to become Congressional Members of Civil Air Patrol. These members do not pay membership dues or submit fingerprint cards. Wing commanders wishing to induct members into the Congressional Squadron should contact the General Counsel's office at National Headquarters first. A framed membership certificate is available from National Headquarters for presentation to the individual. These members are authorized to fly in CAP aircraft, visit CAP unit meetings/social events and receive the honorary grade of lieutenant colonel.

8-2. State Legislative Members. Membership in this category is open to state legislators and elected state officials as well as key staff members. Membership dues and fingerprint cards are waived. A CAPF 12 is required and should be submitted to National Headquarters/LMMR. The charter number for all state legislative squadrons is the wing identifier plus 999 (XX999). Membership cards are issued by calendar year (December) and reviewed and validated annually by the wing commander prior to issuance of new cards. These members are authorized to fly in CAP aircraft, visit CAP unit meetings/social events upon invitation and receive the honorary grade of major.

8-3. Fifty-Year Members. Individuals who have served 50 years *continuous* service in Civil Air Patrol are eligible for free membership. Individuals reaching this milestone must have their service verified by the wing commander and a letter sent to National Headquarters. At that time the individual's membership record will be annotated to show an indefinite renewal date and a new membership card will be issued. These members continue to receive all the benefits of regular active senior membership and are entitled to all rights and privileges.

8-4. Life Members. In recognition of outstanding contributions to CAP, and as one of its highest honors, the National Board may create a life membership for any member of CAP. However, this honor is usually reserved for past national commanders, past executive directors, and past CAP-USAF commanders. Life members are afforded all the rights and privileges of active senior membership. Spouses of life members are also afforded all the rights and privileges of the life member. Life members and life member spouses do not pay membership dues, but are issued membership cards appropriately designated.

8-5. Business Members. A business member is any US corporation, partnership, proprietorship, or organization that applies for CAP membership in the name of the corporation, partnership, proprietorship, or organization. This category of membership is designed for members of the business community who demonstrate desire to financially support the CAP missions and associated programs. The Marketing and Public Relations Directorate is responsible for this category of membership and complete details are contained in CAPR 173-4, *Fund Raising/Donations*.

8-6. Honorary Members. Honorary membership is a term of reference, not a category of membership. It is an effective means by which to enhance the image of CAP by associating the Corporation with outstanding citizens. Individuals in this category are members in name only. They do not participate in CAP activities, pay dues, or enjoy the privileges reserved for active CAP members. Honorary membership is limited to distinguished citizens such as members of Congress, state governors, mayors of large communities, high-ranking military officers, etc., and is used as a public relations medium rather than a token of appreciation. A certificate of appreciation would more appropriately recognize citizens of lesser community stature who support CAP.

a. National Headquarters must approve all recommendations for honorary memberships. Letters of recommendation will be forwarded through channels to the wing commander, who will endorse those in which he or she concurs directly to NHQ CAP/XPC for approval. The recommendation should include the individual's name and position, the reason the individual is being recommended as an honorary member of CAP, who will make the presentation, the date and occasion of the presentation.

b. National Headquarters will review the recommendation and if approved forward the honorary membership certification to the requesting unit (with an information copy to wing concerned) for appropriate presentation. If the recommendation is disapproved, it will be returned through channels to the originating unit with a statement indicating the reason for disapproval. Units requesting honorary membership for individuals should use care in revealing this request to the prospective honorary member until final approval is received.

SUMMARY OF CHANGES.

This revision is a general update that includes changing the effective date membership begins to the date processed by National Headquarters; changes the cadet membership eligibility criteria; establishes student and organizational aerospace education membership categories; updates criteria for Aerospace Education membership; cadet sponsor membership policy; deletes the CAP-AFROTC affiliate membership category; creates a program for 50-year members; incorporates procedures for applying for retirement; includes procedures for assigning members to duty positions; and includes the collection of wing dues for individuals applying for new membership.

ATTACHMENT 1 – MEMBERSHIP DUES**Senior Members:**

*New seniors/patrons	(\$30 National dues, \$5 Handbook, plus Region/Wing dues) (Effective 1 January 2004 the Handbook will increase to \$10)
*Rejoining/renewing seniors (Handbook not required)	(\$30 National dues, plus Region/Wing dues)

Cadet Members:

*New cadets	(\$20 National dues, \$16 Training materials plus wing/region dues)
Rejoining/renewing cadets (Training materials not required)	(\$20 National dues, plus wing/region dues)

OTHER MEMBERSHIP CATEGORIES

Aerospace Education Members	\$30
Organizational AEM	\$30
Student AEM	\$15
(New and renewals)	

Cadet Sponsor (new)	\$20	(\$15 National dues plus \$5 for special nametag)
Cadet Sponsor (renewal)	\$15	

ATTACHMENT 1 – FY 2004 MEMBERSHIP DUES (JANUARY 2004)

WING	CADET NEW MEMBERS	CADET RENEWALS	SENIOR NEW MEMBERS	SENIORS RENEWALS
Alabama	42	26	55	45
Alaska	37	21	60	50
Arizona	41	25	55	45
Arkansas	38	22	58	48
California	49	33	82	72
Colorado	42	26	60	50
Connecticut	47	31	60	50
Delaware	37	21	51	41
Florida	55	39	65	55
Georgia	41	25	62	52
Hawaii	38	22	62	52
Idaho	37	21	57	47
Illinois	42	26	60	50
Indiana	44	28	62	52
Iowa	47	31	63	53
Kansas	41	25	62	52
Kentucky	45	29	56	46
Louisiana	41	25	58	48
Maine	39	23	52	42
Maryland	36	20	58	48
Massachusetts	39	23	54	44
Michigan	45	29	60	50
Minnesota	41	25	63	53
Mississippi	37	21	57	47
Missouri	43	27	60	50
Montana	39	23	55	45
Nat'l CAP	38	22	60	50
Nebraska	40	24	63	53
Nevada	37	21	54	44
New Hampshire	37	21	45	35
New Jersey	50	34	67	57
New Mexico	38	22	52	42
New York	42	26	57	47

ATTACHMENT 1 – FY 2004 MEMBERSHIP DUES (CONTINUED) (JANUARY 2004)

WING	CADET NEW MEMBERS	CADET RENEWALS	SENIOR NEW MEMBERS	SENIORS RENEWALS
North Carolina	41	25	60	50
North Dakota	36	20	51	41
Ohio	45	29	63	53
Oklahoma	43	27	58	48
Oregon	42	26	74	64
Pennsylvania	42	26	57	47
Puerto Rico	35	19	50	40
Rhode Island	37	21	54	44
South Carolina	36	20	49	39
South Dakota	37	21	51	41
Tennessee	37	21	47	37
Texas	41	25	70	60
Utah	42	26	60	50
Vermont	42	26	55	45
Virginia	39	23	49	39
Washington	42	26	67	57
West Virginia	36	20	48	38
Wisconsin	45	29	65	55
Wyoming	38	22	60	45
NER			54	44
MER	38	22	55	45
GLR			54	44
SER			53	43
NCR	36	20	50	40
SWR			55	45
RMR			51	41
PCR			55	45

ATTACHMENT 2 – CADET MEMBERSHIP CHECKLIST

1. Correct charter number? ☐
 2. Social Security Number included? ☐
 3. Complete date of birth (day, month, and year)? ☐
At least 12 years old or attending the sixth grade,
but not yet 19?
- NOTE: Be sure that year entered for the DOB
is not the current year.*
4. Mailing address:

Complete home address? ☐

City and state? ☐

Zip code? ☐
 5. Next of kin? ☐
 6. Signed and dated by applicant? ☐
 7. Signed and dated by mother and father
(or Guardian)? ☐
 8. Signed and dated by unit commander? ☐
 9. Is applicant's personal check or money order
enclosed with the application? ☐

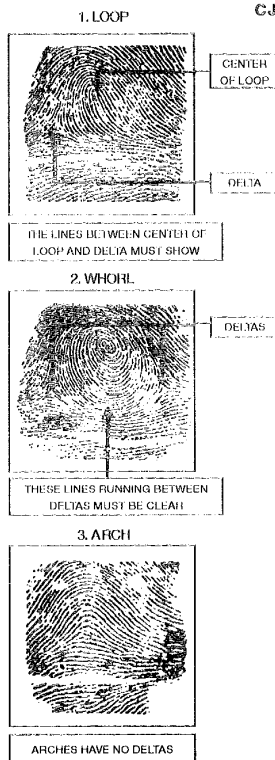
ATTACHMENT 3 – SENIOR MEMBERSHIP CHECKLIST

1. Correct charter number? ☐
2. Social Security Number included? ☐
3. Complete date of birth (day, month, and year)? ☐
At least 18 years old? ☐
NOTE: Be sure that year entered for the DOB is not the current year.
4. Mailing address:
Complete home address? ☐
City and state? ☐
Zip code? ☐
5. Next of kin? Including complete mailing address? ☐
6. Military service:
Date of discharge? ☐
Type of Discharge? (Must have been under honorable conditions) ☐
7. If any questions other than number 1 is answered yes, are complete details furnished? ☐
8. Signed and dated by applicant? ☐
9. Signed and dated by unit commander? ☐
10. Is the check or money order enclosed with the application? ☐
11. Is completed FBI fingerprint card included? ☐

ATTACHMENT 4 – SAMPLE FINGERPRINT CARD (FD FORM 258)

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		FBI		LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED		LAST NAME <u>NAM</u>		FIRST NAME		MIDDLE NAME			
RESIDENCE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		O R I		DATE OF BIRTH <u>DOB</u>		Year	
DATE		CITIZENSHIP <u>CTZ</u>		SEX <u>MALE</u>		RACE <u>W</u>		EDUCATION <u>ED</u>	
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		TOUR NO <u>OCA</u>		FBI NO <u>FB</u>		CLASS		REL	
EMPLOYER AND ADDRESS Civil Air Patrol Maxwell AFB AL 36112		ARMED FORCES NO <u>MNU</u>		SOCIAL SECURITY NO <u>SOC</u>		MISCELLANEOUS NO <u>MNU</u>			
CHARTER NUMBER									
REASON FINGERPRINTED									
VOLUNTEER									
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE	
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE	
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY			

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
CJIS DIVISION/CLARKSBURG, WV 26306**

**APPLICANT**

TO OBTAIN CLASSIFIABLE FINGERPRINTS:

1. USE BLACK PRINTER'S INK.
2. DISTRIBUTE INK EVENLY ON INKING SLAB.
3. WASH AND DRY FINGERS THOROUGHLY.
4. ROLL FINGERS FROM NAIL TO NAIL, AND AVOID ALLOWING FINGERS TO SLIP.
5. BE SURE IMPRESSIONS ARE RECORDED IN CORRECT ORDER.
6. NOTATE IN THE APPROPRIATE FINGER BLOCKS IF APPLICANT IS MISSING ONE OR MORE FINGERS FOR ANY REASON. IF NOT MISSING, ALL TEN IMPRESSIONS MUST BE PROVIDED WITHOUT A K AND DEFECTS ARE NOTATED.
7. IF SOME PHYSICAL CONDITION MAKES IT IMPOSSIBLE TO OBTAIN PERFECT IMPRESSIONS, SUBMIT THE BEST THAT CAN BE OBTAINED.
8. EXAMINE THE COMPLETED PRINTS TO SEE IF THEY CAN BE CLASSIFIED, BEARING IN MIND THAT MOST FINGERPRINTS FALL INTO THE PATTERNS SHOWN ON THIS CARD (OTHER PATTERNS OCCUR FREQUENTLY AND ARE NOT SHOWN HERE).

THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

LEAVE THIS SPACE BLANK

INSTRUCTIONS:

1. PRINTS MUST FIRST BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
2. PRIVACY ACT OF 1974 (PL 93-579) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION AND ISSUES WHETHER WILL BE MADE OR IF.
3. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.
4. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.
5. MISCELLANEOUS NO. RECORD: OTHER ARMED FORCES NO. PASSPORT NO. (FP), ALIEN REGISTRATION NO. (ARE), FOREIGN SECURITY CARD NO. (FS), SELECTIVE SERVICE NO. (SS), VETERANS' ADMINISTRATION CLAIM NO. (VA).